

Essential Service Checklist

- **Essential Service Intake**
 - Must be done on all clients, every family member
 - Please remember to link the family members together with the Social Group taskview
- **Client Consent (All Clients regardless of Age):**
 - Every client needs have client consent form; if they refuse to sign it or the client doesn't want their information shared you still must note that in the system.
 - Your agency has the option of doing an Implied Consent with posting the Implied Privacy Posting.
 - For children under age the guardian/parent can sign for the child.
 - The expiration date is 7 yrs from the date the client signed it, please put this date into MetSYS.
- **Placement into Services**
 - **Families:** Everyone in the family who'll be benefiting from the service (ie food box) will need to have placement in that service.
 - **Individuals:** Make sure you place all services in that client's record.
- **Service Update:**
 - Make sure that you are updating all services with the correct start and end dates
 - If the client gets any more services after the initial intake please add them to the client's record.

Intake

Form/Task Completed by:	Form/Task	Client Type
Client	Essential Service Intake	All Clients (regardless of Age)
Client	Client Consent Form/ Implied Consent Posting	All Clients (regardless of Age)
Case Manager	Placement into Services	Clients that are receiving that services

Updates

Form/Task Completed by:	Form/Task	Client Type
Case Manager	Services Update	Clients that are receiving the service.

****Reminders****

If the client(s) is in your Emergency Shelter please see Shelter Checklist.
 If the client(s) is in your Transitional/ Permanent Housing please see Housing Checklist.
 If the client(s) is in your HPRP Program please see HRPR Checklist.
 The Essential Services Checklist is for clients that are just getting services without housing, shelter and HPRP services.
 Agencies that have 'Nightly' clients can use the essential services, if clients enter a shelter "PROGRAM" and are being case managed at your shelter than please see Shelter Checklist.